**Florida Gulf Coast University**

**Equipment Use Fee**

 **Overview**

The Equipment Use Fee is a fee assessed to students based on the cost of equipment maintained, the useful life of the equipment, the percent usage of the equipment by each student, and the number of students enrolled or expected to be enrolled each academic year. The fee can be assessed either by course or by major code.

Any department seeking to implement an equipment use fee must submit an “Equipment Use Fee Request Form” documenting planned expenditures and the proposed cost per student. Justification for the fee must include how this equipment is considered specialized, how it is integral and required to the instruction of the course or major, and how this equipment will be used directly by the students. Fees should be proposed only for those courses which will be offered on a regular basis, rather than for one-time special topics courses. Requests for new or revised fee must be approved by the academic dean. The forms are to be submitted to the Office of the Provost at least six months prior to the start of the term. Departmental auxiliary accounts shall be established to provide for the fiscal management of the revenue and expenditures related to this activity.The equipment use fee is incorporated into the tuition and fees for the students and then credited to the department auxiliary account. The department and/or academic unit is responsible for ensuring that expenditures and revenues in the auxiliary account are consistent with the original basis for the fees and that auditable records are maintained to track expenditures by course.

**Equipment Use Fee Guidelines**

The following are the Florida Gulf Coast University guidelines for the development of the per credit hour fee that units are allowed to charge for courses that use equipment in the educational process as allowed by the Florida Statues 7.003 (18)(e)

1. Equipment is defined as: Significant equipment that is used to prepare students for their career or profession and is used for instructional purposes only with direct use by the students.
	1. Significant equipment includes but is not limited to: microscopes, testing equipment, pianos, PA system, video equipment.
	2. Equipment does not include any general purpose computer equipment, furniture, vehicles used for general purpose or transporting students, copiers or networking infrastructure.
	3. This is not a technology fee and cannot be used to cover computers.
		1. The exception is for computers that are an integrated part of the equipment and used to manage or control the equipment and does not have other general purposes.
2. Colleges must provide auditable records to show use of the equipment and methods used to calculate the percentage of use attributed to the Equipment Fee.
	1. These records should include schedules, usage logs, syllabi, etc.
	2. Only the percentage of the equipment use fee that can be attributed to the class use can be included in the fee (e.g. if the total costs equals $100,000 per year – and an 80% use can be documented - then $80,000 can be used in the fee calculation).
	3. Only direct contact with equipment should be counted as participation, no passive contact is to be considered.
	4. Deans may determine a lower, more appropriate fee to be charged. An explanation must be provided to document any changes in fee.
		1. Combined lab and lecture course hours should be separated to assess fees to direct use hours only
		2. Studios with variable credit hours may use a standard number of credit hours to be assessed
3. Calculation of Fees
	1. This fee can be applied to undergraduate, graduate courses, or by major.
	2. The replacement cost divided by useful life, maintenance and insurance are added together to determine the total annual cost of the equipment. The total annual cost of the equipment is then divided by the percentage use of equipment by students.
	3. Final determination of the approved fee is to be made by the Provost Office.
4. Spending Rules:
	1. Deans will determine the priority of spending within the pool for funds collected by the Equipment Use Fee fund.
	2. All expenditures will be made consistent with the approved Equipment Use Fee Request form.
	3. Colleges are responsible for the administration of replacement reserve and maintenance schedules.
	4. Replacement equipment to be purchased that is not approved on the Equipment Use Fee Request Form must fulfill the intended function of the specified equipment item.
	5. Specific equipment must be identified in the description field when using the Equipment Use Fee funds.
	6. The college will be responsible for providing other funding if the expense is unable to be linked to a specific approved piece of equipment.
5. Addition/Revision of Equipment Use Fee:
	1. The Equipment Use Fee Request Form will be submitted to the Office of the Provost for final approval and adoption of fees at least six months prior to the beginning of a term.
	2. Revised Equipment Use Fee Requests should be submitted to the Office of the Provost when technology change is imminent or an item needs to be added or removed.
	3. Equipment Use Fee Requests will be reviewed and approved by the Provost Office prior to implementation of fees or expenditure of funds.